

**NEVADA OFFICE OF MINORITY HEALTH  
ADVISORY COMMITTEE MEETING MINUTES**

**October 8, 2008**

**10:00 a.m.**

**Desert Regional Center  
1391 s. Jones Blvd.  
Video Conference Room  
Las Vegas, Nevada 89146**

**Hopes Hill House  
467 Ralston Street  
Video Conference Room  
Reno, Nevada 89503**

**BOARD MEMBERS PRESENT:**

Maggie Arias-Petrel, Vice-Co-Chair (Las Vegas)  
William Dougan, M.D. (Las Vegas)  
Somphool Premsrirut, M.D. (Las Vegas)  
Elena Brady (Reno)  
Gerold Dermid (Reno)  
Sherria Taylor (Reno)

**BOARD MEMBER NOT PRESENT:**

Emilia Guenechea  
Larry Curley, Vice-Co-Chair  
Debra Toney, Ph. D

**HEALTH DIVISION STAFF PRESENT:**

Maria Canfield, M.S., Bureau Chief, Child, Family and Community Wellness (BCFCW)  
June Coleman, Dr. P.H., Program Manager, BCFCW  
Mae E. Norris, Health Resource Analyst, BCFCW  
Irene Jimenez-Muir, Administrative Assistant, BCFCW

**OTHERS PRESENT:**

Linda Anderson, Office of the Attorney General  
Jay Deogracias, Student Intern  
Nyjla Littlejohn, Volunteer

**1. Call to order and Roll Call**

Maggie Petrel opened the meeting at 10:35 a.m. and welcomed everyone to the Advisory Board meeting and also thanked Office of Minority Health (OMH) staff for coordinating the video & phone conference.

Roll call was conducted and a quorum was established.

**2. Approval of the minutes from the July 30, 2008 meeting**

Ms. Petrel called for a motion to approve meeting minutes for Jul 30, 2008 as presented.

**MOTION: Sherria Taylor made a motion to approve meeting minutes**

**SECOND: Elena Brady**

**PASSED: UNANIMOUSLY**

### **3. Review and Approval of Press Release**

Dr. June Coleman stated the purpose for the press release, as originally discussed in October 2007, was to promote the Culturally and Linguistically Appropriate Services (CLAS) standards, implement a training curriculum and to insure providers were aware of the CLAS standards. She also noted currently the Press Release is in draft format and had not been released yet.

Dr. Coleman read the document out aloud and thanked Advisory Board member Gerold Dermid for his contribution on reviewing and editing the draft.

#### **Questions & Comments**

Dr. William Dougan asked about a date for release. Dr. Coleman responded OMH would like it to be as soon as possible.

Maria Canfield asked Dr. Coleman if the Public Information Officer (PIO) had reviewed the press release. Dr. Coleman stated Martha Framsted had reviewed the press release about five months ago but it was never approved for distribution. Ms. Canfield suggested the press release be resubmitted to Ms. Framsted before final release for approval.

Linda Anderson noted the website address on the press release should be corrected to:  
<http://health.nv.gov/>.

Dr. Dougan asked about forms and templates being available as mentioned on the press release. Dr. Coleman responded the OMH's website had to be updated.

Ms. Canfield noted releasing a press release is implying something is ready and not a work in progress. Discussion ensued. Ms. Taylor felt it was extremely important at this point the OMH release something because time was spent working on it for a year. Dr. Coleman suggested removing paragraph five of the press release which states the forms and templates would be available and to distribute the press release without this language. Ms. Petrel agreed with Dr. Coleman's suggestion; however, Mae Norris recommended keeping the press release as is and set a time frame to release it. Ms. Petrel suggested approving the press release then later releasing it after having all components completed.

Ms. Anderson asked the OMH to have a specific plan in place for the next meeting, bring back as an agenda item for further discussion; however, the Advisory Board could approve the press release for now. Ms. Anderson suggested Dr. Coleman e-mail everyone when the press release is ready to be released.

Ms. Petrel asked for a motion to approve the press release.

Ms. Taylor stated the focus should be on approving the press release and introducing who OMH is and to have a future press release on the status of OMH.

## **Approval of Press Release**

Ms. Petrel called for a motion to approve OMH press release as presented.

**MOTION: Gerold Dermid made a motion to approve as presented the OMH Press Release**

**SECOND: Ms. Taylor**

**PASSED: UNANIMOUSLY**

## **4. Review and Approval of Minority Health Disparities Fact Sheet.**

Jay Deogracias spoke about the Minority Health Disparities Fact Sheet (HDFS). Mr. Deogracias reviewed each section with members and identified what symbols represented. He also provided a brief explanation on the brand which is a circular plate with a red circle representing the human spirit and all the minority groups such as: American Indian, Alaskan Indian, Asian Pacific Islander, Native Hawaiian, African American and Hispanic/Latino populations.

Dr. Coleman explained the need for the fact sheet was due to funding and the other brochures being expensive to reproduce and not provided in the quantities needed by the National OMH.

Dr. Dougan and Ms. Petrel commented on the HDFS and noted they loved it. Mr. Dermid suggested the fact sheet be distributed to various Health Coalitions.

## **Approval of Minority Health Disparities Fact Sheet**

Ms. Petrel called for a motion to approve OMH HDFS.

**MOTION: Dr. Dougan made a motion to approve OMH Health Disparities Fact Sheet**

**SECOND: Ms. Taylor**

**PASSED: UNANIMOUSLY**

**Mr. Dermid noted that the Spanish version of this document was not part of this motion.**

## **5. Update on Strategic Plan**

Dr. Coleman advised members the strategic plan had been accepted as a working document at the last committee meeting. She also noted adjustments were made to the resources listed and the new dollar amount on cost to implement the Strategic Plan was now \$201,900. Dr. Coleman also reviewed the new conceptual functional org chart for the Bureau of Child, Family and Community Wellness (BCFCW).

Ms. Taylor stated she noticed several grammatical errors in the strategic plan and would assist in making those corrections via the tracking changes function in Word.

Dr. Coleman asked for any suggestions and help in securing additional funding sources to implement activities in the strategic plan. Ms. Brady asked about specific individuals responsible for carrying out the activities in the strategic plan. Dr. Coleman noted funding needed to be in place to carry out the tasks. Ms. Petrel stated there are grants available and Advisory Board members could help with this effort, but

the strategic plan needed to be in place to be able to reach out for funding. She also noted previously it could not be done because OMH did not have a plan ready. Ms. Taylor agreed naming positions on the strategic plan was very important to be able to apply for grants. Ms. Brady and Ms. Petrel also requested Dr. Coleman add specific staff positions responsible for carrying out tasks. Mr. Dermid noted it may be possible to have students help with completing some of the strategic plan activities and offered to assist with that once positions had been identified.

## **6. Update on Financial Status**

Mae Norris gave an over view of the financial status reports on Federal and State portions of the OMH budget.

Mr. Dermid asked in regards to subgrants how do Community Based Organizations (CBO's) apply for subgrants if the process was open, and when will applications be accepted? Ms. Norris replied it is a requirement of OMH to conduct an open process; however, it had not been done that way in the past. OMH is now coming into compliance in this regard. She also noted OMH will advise when applications will be accepted for subgrants because the new Fiscal Year just started and the budget is still being reviewed for available funds.

On the federal budget status report Ms. Taylor suggested OMH should work on making it a goal to minimize personnel costs on the federal budget to below 50% because it improves the appearance on grant applications and the Federal Government likes to see funding applied to programs and not entirely on personnel costs.

Dr. Dougan questioned indirect costs. Why is it charged and what is its purpose? Dr. Coleman noted these were allowable costs charged to administer the grant. Ms. Anderson noted the issue could be brought back to the next meeting. Mr. Dermid provided an explanation on indirect costs, stating it is a certain percentage of the budget at the rate of 18% to 21%, which the government allows and it covers administrative costs, insurance, etc.

## **7. Introduction of Volunteers and Projects assigned.**

Dr. Coleman mentioned Mr. Deogracias had already presented the HDFFS and also introduced Nyjla Littlejohn.

Ms. Littlejohn spoke about the projects she is currently working on for the OMH such as a call log for collecting statistical data. She noted she is also working on a resource directory for the African American Community. Ms. Taylor asked if this resource directory will include information on Northern Nevada. Dr. Coleman replied it would be statewide.

Ms. Petrel thanked the volunteers for all their hard work and dedication. Dr. Coleman also mentioned a third volunteer; Krystal Bruneaux, who was not present today and is working on developing a Workplace Wellness Program.

Mr. Dermid suggested including all the above mentioned items on the strategic plan. Ms. Norris announced to the Advisory Committee that her position as Health Resource Analyst is being eliminated as of July, 2009, and advocated for help from volunteers and the committee, as far as, being aware the

office will be short staffed and not really sure how all tasks will be carried out. She welcomed any help on this matter. She further stated another position was going to be funded within the state, but was ok with it because she is still planning on moving back home.

A discussion ensued with regard to Ms. Norris' announcement. Mr. Dermid asked if Ms. Norris' position was grant funded. Ms. Brady questioned how the state administration could do this. Ms. Norris commented it was a shame the Bureau Chief was not on the phone to comment further but she felt she needed to speak up. Ms. Taylor stated the elimination of the position did not make sense to her if the position was federally funded and inquired as to where funds for Ms. Norris' position were going. Ms. Norris stated it was difficult to explain what was explained to her but funds were going to be cost allocated out to an administrative position. She also noted she actually thought the administrative help was already allocated out in the indirect cost of 13.4 %, but was not sure about that either.

The Advisory Board asked if a representative from the State Health Division could speak about the issue at the next Advisory Board meeting. Ms. Anderson noted Ms. Canfield could be asked to speak regarding the issue at the next meeting.

## **8. Public Comment**

Dr. Dougan asked to confirm if the December 9, 2008 meeting was still being held. The members agreed to conduct the meeting as scheduled.

**Ms. Petrel acknowledged there were no public comments and adjourned the meeting at 12:00 p.m.**